

How to Run your PPACA Report

# Patient Protection and Affordable Care Act (PPACA Report)

**Running Your PPACA in Edison** 





# Navigate to the TN PPACA Report Page (PPACA Report)





#### Select NavBar

Select the NavBar

Select Navigator Icon

Select HCM

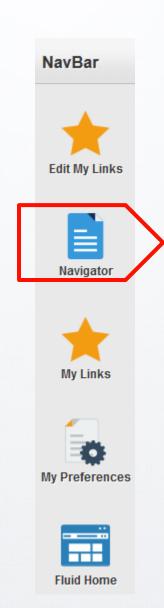
**Select Benefits** 

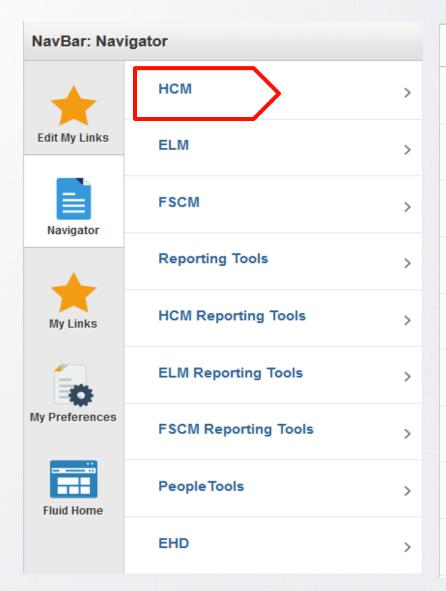
Select Review Employee Benefits

Select TN PPACA Tax Report



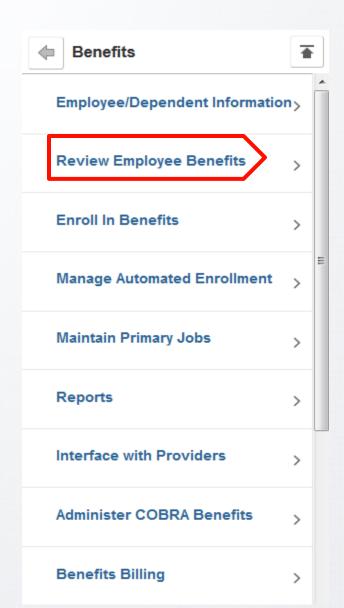
#### Navigating to the TN PPACA Report Page





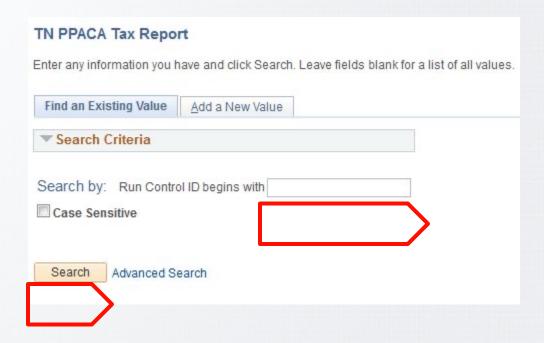


# Navigating to the TN PPACA Report Page (Continued)





## Navigating to the TN PPACA Report Page (Continued)



If you have an existing Run Control ID; Select the "Find an Existing Value" tab

- Enter your existing run control ID
- Select "Search"



# Navigating to the TN PPACA Report Page (Continued)



If you do not have an existing Run Control ID:

- Select the "Add a New Value" tab
- Enter PPACA in the "Run Control ID" field
- Select "Add"



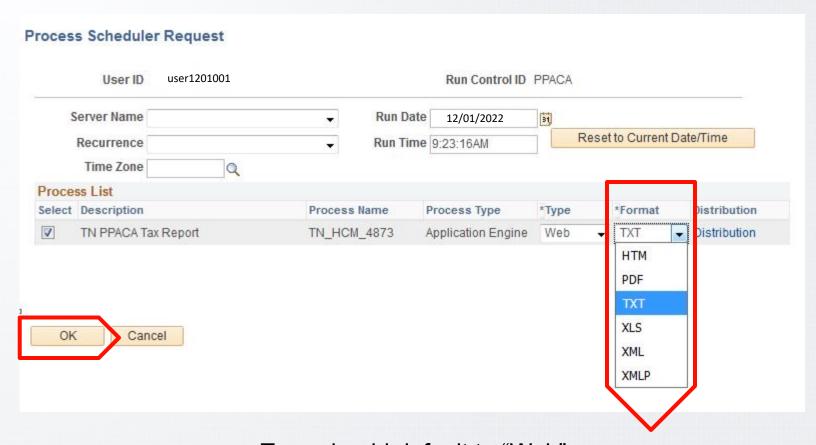
#### Running Your TN PPACA Report

PPACA Report	
Run Control ID PPACA	Report Manager Process Monitor Run
Report Request Parameters  Year	2022
Save Notify	Add Update/Display

Make sure the "Year" is 2022 Then select "Run"



#### Selecting the Format for Your TN PPACA Report



Type should default to "Web"
Select the Format that you would like the report to run

Note: XLS will import to excel Select "OK"



#### Reminders for TN PPACA Report

- The report does take a little time to run.
- The larger your agency is, the longer it takes to run.
- Your report can be found on the Home Page of Edison under "My Reports".
- Your report will be listed as TN\_HCM\_4873.
- You can run the report for the current tax year now; however, it will only show from January to the last day of the month prior to you running the report.
- You can run the report for previous years.



#### **Retirees on PPACA Report**

- The retirees are listed on the same PPACA report as employees.
- At least 1 ABC at each agency has been given security access to retiree records.
- The ABC given security access to retirees must be the ABC running the PPACA report for the retirees to be listed on the report.



#### **Example of PPACA Report**

	EMPLOYEE	EMPLOYEE	EMPLOYEE	DEPENDENT	DEPENDENT	RELATIONSHIP	DEPENDENT		COVERAGE	COVERAGE		COVERAGE		COVERAGE	EMPLOYEE CONTRIB	EMPLOYER CONTRIB
EMPLID					FIRST NAME	DESCRIPTION	BIRTHDATE		MONTH		PLAN TYPE	STATUS	PLAN	CODE	AMT	AMT
00987654	Solo	Han	4-Sep-52					9900540001	6		Medical	Elected	PPPV1M	С	***RETIREE***	***RETIREE***
00987654	Solo	Han	4-Sep-52					9900540001	7		/ledical	Elected	PPPV1M	С	***RETIREE***	***RETIREE***
00987654	Solo	Han	4-Sep-52					9900540001	8		/ledical	Elected	PPPV1M	С	***RETIREE***	***RETIREE***
00987654	Solo	Han	4-Sep-52					9900540001	9	1	/ledical	Elected	PPPV1M	E	***RETIREE***	***RETIREE***
00987654	Solo	Han	4-Sep-52					9900540001	10	2021	/ledical	Elected	PPPV1M	E	***RETIREE***	***RETIREE***
00987654	Solo	Han	4-Sep-52	Solo	Leia	Spouse	2-Nov-52	9900540001	6	2021	/ledical	Elected	PPPV1M	С	***RETIREE***	***RETIREE***
00987654	Solo	Han	4-Sep-52	Solo	Leia	Spouse	2-Nov-52	9900540001	7	1	/ledical	Elected	PPPV1M	С	***RETIREE***	***RETIREE***
00987654	Solo	Han	4-Sep-52	Solo	Leia	Spouse	2-Nov-52	9900540001	8		Medical	Elected	PPPV1M	С	***RETIREE***	***RETIREE***
00987654	Solo	Han	4-Sep-52	Solo	Leia	Spouse	2-Nov-52	9900540001	9		/ledical	Elected	PPPV1M	E	***RETIREE***	***RETIREE***
00987654	Solo	Han	4-Sep-52	Solo	Leia	Spouse	2-Nov-52	9900540001	10		Medical	Elected	PPPV1M	Е	***RETIREE***	***RETIREE***

- The department ID is different for retirees in the DEPARTMENT ID column.
- Both EMPLOYEE CONTRIB AMT and EMPLOYER CONTRIB AMT will show \*\*\*RETIREE\*\*\* in the column.
- The Head of Contract (retiree) will be listed as long as any dependents have coverage, even if Head of Contract is not covered.
- There are special Coverage Codes in retirement for dependent-only coverages:
  - E: spouse-only coverage
  - F: Two or more children only
  - I: One child only
  - K: Spouse+child(ren) only



### For Questions Contact: Benefits Administration



800.253.9981 or 615.741.3590 Monday – Friday, 8:00a - 4:30p CST or create a Zendesk Ticket

